

# TOWN OF LOS ALTOS HILLS

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## Public Hearing Mailing Notices

Revised-10/29/96

The purpose of this handout is to clarify the requirements for public hearing noticing procedure. It does not supersede, nor does it alter City Ordinance 351.

As of May 15, 1992, the applicant (or designated representative) for all projects which involve public hearing are responsible for providing the following public notice materials to Town Hall as part of their application package:

1. Two (2) copies of typed mailing labels (i.e. Avery labels) including the Assessor's Parcel Number for all property owners within 500 feet of the exterior boundary of the subject parcel(s). This includes any property or portion thereof which lies within the 500-foot area. Please remember to include mailing labels for the applicant and applicant's representative.

Sample Label (three across)

APN# 000-00-000	000-00-000	000-00-000
Name	Name	Name
Address	Address	Address
City, State, Zip Code	City, State, Zip Code	City, State, Zip Code

2. A separate, **typed** list of all names and addresses (including Assessor's Parcel Number) of those noticed.
3. A radius map illustrating the specific parcels included within the 500-foot area.

The assessor's parcel map and log book of property owners is available for public use at Town Hall.

Applicants may also contact their title company. Many provide this service for a fee or free of charge if done in conjunction with other services.

If you have any questions regarding this handout, please call Town Hall at (650) 941-7222.